

City of Lincoln Appointment Application

PERSONAL INFORMATION

Application Date: 05/29/2001

Salutation: **Applicant Name:** BURNS, HOLLY

Legal Residence: 2901 A STREET

City/State/ZipCode: LINCOLN, NE 68510

Residence Telephone: 438-7605

Business Telephone: 474-3950

Applicant Occupation: EXECUTIVE DIRECTOR

Employer: HISPANIC CENTER

E-mail Address:

Affirmative Action Information: Sex Female

Racial/Ethnic Background: Hispanic/Latino

EDUCATION

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

EMPLOYMENT

Board(s) Requested

CITY PERSONNEL BOARD

Holly M. Burns

2901 A Street #213 ♦ Lincoln NE 68510 ♦ (402) 540-0302

PROFESSIONAL EXPERIENCE

Hispanic Community Center

Executive Director, 2002-Present

- Responsible for overall agency management
- Serves as Board Liaison
- Oversees program/financial development of HCC
- Responsible for fiscal management of HCC
- Grant writer
- Serves as primary advocate for HCC and Latino Community
- Hires, supervises and directs HCC staff
- Monitors and addresses issues with Latinos in Lincoln/Lancaster Co
- Program development, implementation, and evaluation

Mexican American Commission

Administrative Assistant II, 2000-2002

- Responsible for legislative research
- Develop and implement public policy
- Serve as a liaison to Nebraska's Public Officials
- Provided outreach to Latino Community
- Serve as public information officer
- Created and designed multiple newsletters, brochures, flyers, forms and other marketing materials
- Appointed to public committees as a M.A.C. representative.
- Provided Case management
- Advocate for Latino Issues in Nebraska

VOLUNTEER EXPERIENCE

Hispanic Community Center Board Member 1999-2002, Leadership Lincoln XIII, UpDowntowners, St. Mary's CCD Teacher, July Jamm Steering Committee, Star City Parade Co-Producer, A World of Difference-Anti-Defamation League Facilitator, Bright Lights Board Member, Lincoln Lancaster Women's Commissioner, Vice-President , Community Development-Urban Development Task Force Member, Nebraska Association of Translators/Interpreters Board of Directors, Board Secretary, Latino Arts & Humanities Council, Founding Member, Antelope Valley Connection Team Board, Secretary

RECOGNITIONS

Amigo de MASA 2001 (University of Nebraska at Lincoln), Latina Leadership of Year Award 2003 (National Foundation of Women Legislators), SHEsteem Mentor Award 2003 (Office of the President University of Nebraska)

EDUCATION

B.A., Paralegal Studies 1995
College of St. Mary, Omaha NE